

**GOVERNORS OF BARNES GREEN PRIMARY SCHOOL**  
**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**HELD AT 5PM on 23 MAY 2024**

**Barnes Green Primary School**

Our Values are:

- Respect
- Responsibility
- Perseverance
- Compassion
- Community
- Inclusion

Our Vision is:

At Barnes Green Primary School, we encourage every individual to be the best they can be, to become confident, secure and caring individuals who are ambitious in their learning and who welcome every opportunity, embracing each challenge, so they can confidently look forward to the future, ready for adventures that await.

**Governors:**

Alex Nicholson	Present
Tracey Newbold	Present
Victoria Baxter	Present
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Apologies
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Present
Tom Bouet	Apologies
Eoin Griffin	Apologies

**Also present:**

Gemma Lovegrove (Clerk)

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1	<b>To receive and record apologies and declarations of interest (17:03-17:03)</b> AN's wife is an HLTA at the school. RM's wife is a TA at the school. Apologies received and accepted from SW, TB, EG.	
2	<b>To review governor correspondence, including social medial feedback (17:03-17:03)</b> Nothing received	

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3	<p><b>To approve the minutes of the last meeting and matters arising (17:04-17:29)</b>  Minutes approved. RM arrived 17:10. VB arrived 17:14. <b>GL to check that all policies are up to date on the website.</b> TN has noticed some ‘virus type’ problems with the website. <b>VB to send some local web companies. TN to investigate options.</b></p> <p>a. Plans for the current, small Y4 cohort - nothing will be changed in September 2024, but will make a plan for September 2025</p> <p>b. Explore alternative catering options – there are 2 years remaining of the Chartwell contract. <b>TN to add catering to strategic planning agenda to be discussed next year.</b></p>	<p>GL VB TN</p> <p>TN</p>
4	<p><b>To receive update on training undertaken by governors (17:29-17:34)</b></p> <p>a. Making a Difference through the Board’s Strategic Role – 25.3.24 - DM</p> <p style="padding-left: 20px;">i. <b>Governing body needs to be able to articulate the difference they are making. Use of a crib sheet would be useful. TP to agree next step.</b></p> <p>b. Lead Governor for Attendance Interim training – 22.4.24 - DM</p> <p style="padding-left: 20px;">i. Traveller attendance had been identified as below National and so was chosen as the focus for the Link Governor Training on Attendance. DM met with EMTAS to discuss and they offered to contact the Early Years Transition Advisory Teachers for additional support. Report provided.</p> <p>c. Quality First Teaching webinar – 25.4.24 - DM</p> <p>d. NGA Safeguarding training – AN</p>	<p>TP</p>
5	<p><b>To receive update on governors’ visits since last meeting (17:34-17:53)</b></p> <p>a. ECT – c/f from FGB3 – see report. Well done to JAT.</p> <p>b. Health and Safety update – see report</p> <p>c. Termly website check – c/f</p> <p>d. SCR check – safeguarding visit undertaken by AR/DM. See report.</p> <p>e. Governors to see school at work – attend on open day for parents 20 June 24, 1pm onwards.</p> <p>f. Unannounced visit by DM – see report</p> <p>Premises governor report – SG to take on</p>	

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6	<p><b>To receive SDP update (17:53 – 18:22)</b></p> <p>a. SDP update The aim is to ensure every aspect of school life ties together. The SDP will also be linked with the budget. <b>Q – “4B - Leaders articulate a clear and ambitious vision for providing high quality education for all learners” - should governors be included? Q – There is nothing about Governors in the plan. Is there any way of linking the governor roles in the Governor Handbook? – TN to include statements within the SDP to acknowledge governors.</b> <b>Q – Can this be achieved in one year?</b> Yes, TN noted the SDP outlined the steps the school had to be taking to be pushing for a ‘Good’ (and later ‘Outstanding’) Ofsted. Staff will have the opportunity to respond as the SDP is currently a draft. <b>Q – what does success against this SDP look like?</b> Having it embedded as deeply as possible alongside ongoing assessment and updates. <b>Q – Is leadership release time and CPD in the budget?</b> Yes. The budget is aligned with the SDP. Additional money from school improvement board has been requested. <b>Q – This is a draft version. When will the SDP be finalised?</b> – in the next couple of weeks. TN will send a final copy to the GB when it is ready. The GB will minute at FGB6 that it has received a final copy of the SDP. <b>Q – Is it an internal document or is it shared more widely?</b> It is an internal document, but VB has taken a summary for the Governor Newsletter.</p> <p>b. Feedback from PRV visit – see report. DM/RM attended feedback session and noted that it was a pleasure to be there. <b>Q – Why will there be no further funding for SEND?</b> We do not appear to have a high level of need and SEND is seen to being managed well. However, because the SENDCO is struggling for time, there has been an offer to come back to look at paperwork and procedures to see if that will help. They will also benchmark against similar schools in terms of need and release. Thanks to staff and TN for ongoing hard work and the positive outcome.</p> <p>c. Plan for data provision to governors Swap to odd meeting numbers.</p>	TN
7	<p><b>Review code of conduct for governors (18:22 – 18:23)</b> Approved. To be signed at FGB1.</p>	
8	<p><b>To receive safeguarding update (18:24-18:24)</b> Verbal update provided. Safeguarding role agreed. Add report to FGB6</p>	
9	<p><b>To approve the budget (18:24-18:33)</b> Thanks to RC for a balanced budget. <b>Q Are supply costs shown within staff costs?</b> They are shown in “general curriculum” <b>Q What is the difference in what we are saving on less experienced staff vs CPD to train them?</b> Too difficult to pick out, but the budget for supply remains the same as last year. The training costs budget is double and matches what was actually spent. <b>Q Where is school sports premium?</b> It has never been part of the budget. It is “in year” funding. <b>Q Is the premises development plan covered within the budget?</b> Yes. Budget approved. Thank you to the finance committee, TN and RC for their hard work.</p>	
10	<p><b>To receive wellbeing update (18:33-18:59)</b> TN reported that a wellbeing team has been formed and feel that the staff are working well as a team. TN isn’t aware of any negative feedback since the last FGB meeting. Small improvements include nice handwash and new mugs purchased. Wellbeing elements have been bought into the SDP.  Feedback on the process and the implementation from Governors:</p>	

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	<ul style="list-style-type: none"> <li>- In future it was suggested governors could spend more time looking at reference documents before launching into a project. Others felt that where governors have a specialism they should help and it should be welcomed. TN agreed that support from Governors and wider community is appreciated.</li> <li>- The next survey will be driven by TN, and a “temperature check” (shorter format) will be considered. Using Survey Monkey or similar may help with independent and anonymous data collection and TN and well-being governors will consider this further.</li> <li>- It was raised that there could and should be an increased focus on leadership wellbeing. TN to add to action plan. Would like to see wellbeing being driven by all staff, not leadership only, but aware that the journey is just beginning.</li> <li>- It was noted there are two important outcomes of a wellbeing survey 1) that there would be confidence that the outcome of any survey would be acted on (and there is now an action plan) 2) that the action plan is in place and acted on. <a href="#">What does the wellbeing action plan mean and what are the next steps? Clear expectations for staff and governors needed. TN/VB/TB to discuss.</a></li> <li>- All agreed that there has been a positive change and things are moving in the right direction. The end result is that wellbeing is on the school agenda and that was needed.</li> </ul>	TN/VB/TB
11	<p><b>To either agree the following or agree action to work on policies (18:59-19:21)</b></p> <ul style="list-style-type: none"> <li>a. ECT policy</li> <li>b. First Aid in Schools</li> <li>c. Acceptable use of the Internet (Online Safety) policy</li> <li>d. Harmful Sexual Behaviour policy</li> <li>e. Communications Policy - C/F to FGB6</li> <li>f. Security Policy</li> </ul> <p>All approved.</p>	
15.	<p><b>Any other urgent business 19:04-18:51</b></p> <ul style="list-style-type: none"> <li>a. Strategic planning meeting cycle – three meetings per year agreed as an initial cycle. Next meeting early part of Autumn term. Dates will be proposed and agree date at FGB6.</li> <li>b. <a href="#">Dates for 24/25 meetings - Monday/ Wednesday alternating. TP to send out dates to be agreed at FGB6.</a></li> <li>c. Governor vacancy/expressions of interest – TP noted he had taken a Chair’s action in asking the Local Authority to re-appoint RM and RM has subsequently been re-elected as LA governor. TP would confirm when his term of office starts. For the co-opted vacancy, three expressions of interest have been received- all agreed the profiles received were excellent. It was also agreed it was a good opportunity to think about succession planning in addition to filing the single co-opted vacancy. The three profiles were discussed and it was established that there may be two co-opted vacancies by FGB6. <a href="#">TP will have a conversation with SW re term of office.</a> Prior to knowing about a second vacancy, it was agreed that JM should be invited to FGB6, with a view to appointing her.</li> <li>d. DBS checks - WSCC and KCSIE request one DBS check only. Best practice considers that DBS checks are carried out every 3-4 years. All agreed.</li> </ul>	TP  TP
16.	<p><b>Date for next meeting 18:51</b> Monday 8 July at 5pm</p>	

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### Tables of Actions

#### Open actions:

Item	Action	By
231123 04	Date for future pay panel meetings to be established by TP to ensure any increase in pay is received before the end of the year. <b>Update 290124 - cf. Update 140324 - cf 230524 - c/f</b>	TP
290124 01	Two Governors should have up to date 'Safer Recruitment" training. It is valid for 3 years. <b>Update 140324 - RM has done. TP to do. DM has done.</b>	TP
140324 02	TN to update Publication Scheme to new version <b>Update 230524 - C/F</b>	TN
140324 04	TP to update introduction letter in Governor Handbook to show new Chair details	TP
140324 05	Create and distribute Summer Gov Newsletter	VB
140324 06	TP/TN strategic plan to be drafted for agreement at FGB6.	TP/TN
140324 07	May website check. <b>Update 230524 - c/f</b>	AR/VB
230524 01	GL to check that all policies are up to date on the website.	GL
230524 02	VB to send some local web companies. TN to investigate options for the website	VB/TN
230524 03	TN to add catering to strategic planning agenda to be discussed next year.	TN
230524 04	Governing body needs to be able to articulate the difference they are making. Use of a crib sheet would be useful. TP to agree next step.	TP
230524 05	TN to include statements within the SDP to acknowledge governors.	TN
230524 06	What does the wellbeing action plan mean and what are the next steps? Clear expectations for staff and governors needed.	TN/VB/TB
230524 07	Dates for 24/25 meetings - Monday/Wednesday alternating. TP to send out dates and to be agreed at FGB6.	TP
230524 08	TP will have a conversation with SW re term of office.	TP

#### Actions closed this meeting:

290623 05	AN to identify the requirement for the co-opted governor vacancy and to write to the new body of parents. <b>Update 2/10/23 - wait until after skills audit. c/f. Update 23/11/23 - vacancy should also be advertised to the community. TP to write piece for Big Mag. Update 290124 - DM to send previous Big Mag article to TP. Update - DM writing Big Mag, TP drafting letter</b>
231123 02	TN to arrange for HB to have a set of new keys. <b>Update 290124 - cf. Update 140324 - cf</b>
231123 11	DM/TN to develop proposed agenda for March Strategy meeting - <b>Update 290124 - cf</b>
290124 02	Fire extinguishers – none have been updated although close to expiry. TN to follow up with RC. Update 140324 - annual review due on 180324. 230524 - 5 have been replaced.

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140324 01	TN to check how many people are trained in managing medicines. <b>Update 230524 - two staff currently trained and one due to be trained during half term.</b>
140324 03	DM to update the safeguarding role description in the Governor Handbook

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**Signed as being a true record of the proceedings of the meeting**

**Signed** .....

**Date** .....